

A G E N D A
OCONEE COUNTY COUNCIL MEETING
TUESDAY, JANUARY 18, 2000
3:00 PM
OCONEE COUNTY ADMINISTRATIVE OFFICES
415 SOUTH PINE STREET
WALHALLA, SC

1. Call to Order
2. Invocation
3. Public Comment Session not to Exceed Thirty Minutes
4. Approval of Minutes (1/4/00 & 1/11/00)
5. Consideration of Request of Funds in the Amount of \$1625.70 for Paralegal Classes for the Administrative Assistant & Account Clerk in Solicitor's Office – Ms. Christina T. Adams, Deputy Solicitor
6. Consideration of Lease Award for Approximately Thirty-five (35) Acres of Cultivated Land Located Near the Road Department – Ms. Marianne Dillard, Purchasing Agent
7. Consideration of Bids for Digital Copiers for Sheriff's Office & Communications – Chief Deputy Steve Pruitt & Ms. Marianne Dillard, Purchasing Agent
8. Consideration of Bids for Wheel Loader for Rock Crusher – Mr. Tommy Crumpton, Rock Crusher Director & Ms. Marianne Dillard, Purchasing Agent
9. Discussion & Possible Action Regarding Census 2000 – Mr. Charles R. Timms, Council Member, District V
10. Appointment of Representatives to the SC Appalachian Council of Governments Board
11. First Reading of Ordinance 2000-02, "THE 1999-2000 SUPPLEMENTAL APPROPRIATION ORDINANCE" in title only
12. Old Business
13. New Business
14. Adjourn

The Oconee County Council will have an administrative briefing thirty minutes prior to each Council Meeting in the Office of the Council Clerk

MEMBERS, OCONEE COUNTY COUNCIL

Mr. Tim O. Hall, III, District I Mr. J. Harold Thomas, District II
Mr. Harry R. Hamilton, District III Mrs. Ann H. Hughes, District IV
Mr. Charles R. "Chuck" Timms

MINUTES, OCONEE COUNTY COUNCIL MEETING

The Oconee County Council met Tuesday, January 18, 2000 at 3:00 PM in Council Chambers, 415 South Pine Street, Walhalla, SC with all Council Members and Brad Norton, Acting County Attorney present.

Press:

Members of the press notified (by mail): Journal Tribune, Keowee Courier, Westminster News, Anderson Independent, Greenville News, WGOG Radio, WSNW Radio, WCCP Radio, WPEK Radio, The Times Upstate, WYFF TV, WLOS TV & WSPA TV.

Members of the press present: Dick Mangrum – WGOG Radio, Katherine Wise – Journal/Tribune, & Dave Williams – Anderson Independent.

Call to Order:

The meeting was called to order by Supervisor-Chairman Orr who welcomed the guests and media.

Invocation:

The invocation was given by Mr. Thomas.

Public Comment Session:

Ms. Ann Brackett, DHEC Home Health; Ms. Sandra Pruitt, DSS Family Friends and Ms. Gail Phillips, OVIS United Way Agency addressed Council regarding the need for public transportation in the county.

Mr. B. J. Littleton expressed concern about building codes and the need for top mount fire trucks in the county.

Minutes:

Mr. Thomas made a motion, seconded by Mrs. Hamilton approved 5 – 0 that the minutes of the regular meeting held January 4, 2000 and the special meeting held January 11, 2000 be adopted as printed.

Solicitor's Office:

Ms. Christina Adams, Deputy Solicitor requested contingency funds in the amount of \$1625.70 for the Administrative Assistant and the Account Clerk in the Solicitor's Office to take paralegal classes via the Internet. Mr. Orr referred this request to the Budget & Finance Committee. (See attached request)

Budget & Finance Meet:

The Budget & Finance Committee scheduled a meeting Tuesday, February 1, 2000 at 6:00 PM in Council Chambers to discuss the above referenced matter.

Lease of Acreage Tract:

Upon recommendation of Ms. Marianne Dillard, Purchasing Agent, Mr. Thomas made a motion, seconded by Mrs. Hughes, approved 5 – 0 that the bid of Richard Marcengill, who was high bid at \$451 for one year lease with option to renew be accepted on the thirty-five (35) acre tract of land owned by the county and leased for agricultural purposes. (See attached bid sheet)

Copiers for Sheriff's Department:

Upon recommendation of Chief Deputy Steve Pruitt and Ms. Dillard, Mrs. Hughes made a motion, seconded by Mr. Timms, approved 5 – 0 that the bid of Kearns Business Products, who was low bid at \$22,919.40 for two copiers for the Sheriff's Department be adopted. (See attached bid sheet)

Wheel Loader for Rock Crusher:

Upon recommendation of Mr. Tommy Crumpton, Rock Crusher Director & Ms. Dillard, Mr. Hall made a motion, seconded by Mrs. Hughes, approved 5 – 0 that the bid of Interstate Equipment Co. who was low bid at \$398,865 for a wheel loader for the Rock Crusher be adopted. (See attached bid sheet)

Census Committee:

Mr. Timms made a motion, seconded by Mr. Thomas, approved 5 – 0 that the attached listing of expenditures for the Census Committee be adopted:

Bumper Stickers:	\$495.00
Signs:	\$400.00
Pad Advertisements:	\$100.00
 TOTAL:	 \$995.00

COG Appointments:

Mr. Hamilton made a motion, seconded by Mrs. Hughes, approved 5 – 0 that Mr. Robert Gaillard be reappointed to the SC Appalachian Council of Governments Board as the Oconee County citizen representative and Ms. Vikki Allen be reappointed as the Oconee County minority representative.

Ordinance 2000-02:

Mr. Hamilton made a motion, seconded by Mr. Timms, approved 5 – 0 that Ordinance 2000-02, "THE 1999-2000 SUPPLEMENTAL APPROPRIATIONS ORDINANCE" be adopted on first reading in title only.

Ad Hoc Committee:

Mr. Thomas suggested that all the Council Members call their appointees to the Ad Hoc Recreation Committee to determine if they wanted to serve on the committee or present a new nominee for the committee to Council at the February 1, 2000 Council Meeting.

Tax Center Entrance:

Mr. Thomas made a motion, seconded by Mr. Hall, approved 5 – 0 that the County proceed with making an entrance into the Tax Center and the County Engineer and Purchasing Agent secure a cost for this project. Further, that when the Pine Street Complex is completed that a map of the building with parking lots for various offices be published in the local papers and bronze plaque with the Supervisor's name and Council Members' names be placed on the front of the Oconee County Administrative Offices Building.

Grants Coordinator:

Mr. Thomas also expressed feelings that the Grants Coordinator position should be upgraded to include seeking grants for the county.

LEC Meet:

The Law Enforcement, Safety, Health, Welfare & Services Committee scheduled a meeting Tuesday, February 1, 2000 at 5:00 PM in Council Chambers for the purpose of discussing Courthouse security and animal control.

Retreat:

Mr. Hall complimented the Supervisor and staff on the good planning retreat held Monday, January 17, 2000 at Ramada Inn, but he also expressed feelings that any future retreats should be held in Oconee County.

Purchase Meet:

The Purchasing, Contracting, Real Estate, Building & Grounds Committee scheduled a meeting Monday, January 24, 2000 at 1:00 PM in Council Chambers for the purpose of making a field trip to view county properties identified in the short range plan at the Retreat for the purpose of making a recommendation to full Council regarding their use. This will include the lot that was willed to the County at Lake Keowee.

Roads Meet:

The Roads & Transportation Committee scheduled a meeting Monday, January 24, 2000 at 5:30 in Council Chambers for the purpose of discussing the State Transportation Improvement Program and other road concerns.

Resolution 2000-01:

Mr. Hall made a motion, seconded by Mrs. Hughes, approved 5 – 0 that Resolution 2000-01, "A RESOLUTION IN OBSERVANCE OF BLACK HISTORY MONTH DURING FEBRUARY 2000 be adopted on first and final reading.

Vehicles for County Use (Contingency):

Mr. Thomas made a motion, seconded by Mr. Timms that \$50,000 be taken from contingency for the purchase of surplus vehicles and the monies be placed back in contingency in the supplemental ordinance.

Mr. Hall made a motion, seconded by Mrs. Hughes that the motion be amended that the Coroner, Economic Development, Assessor and Sign Technician receive one of the vehicles. After considerable discussion, this motion and second was withdrawn.

Mr. Thomas made a motion, seconded by Mr. Hall, approved 4 – 1 (Mr. Hamilton voting against) that the motion be amended that the Purchasing, Contracting, Real Estate, Building & Grounds Committee along with Supervisor Orr determine where the vehicles will be assigned.

The motion, as amended, was then adopted 4 – 1 (Mr. Hamilton voting against).

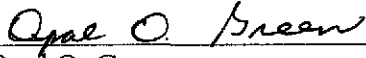
Minutes, Oconee County Council Meeting

January 18, 2000

Adjourn:

Adjourn: 4:45 PM

Respectfully Submitted,



Opal O. Green
Council Clerk

Office of Solicitor

TENTH JUDICIAL CIRCUIT
ANDERSON & OCONEE COUNTIES

ANDERSON COUNTY
ANDERSON COUNTY COURTHOUSE
ANDERSON, SC 29621
TELEPHONE (864) 260-4046



OCONEE COUNTY
OCONEE COUNTY COURTHOUSE
WALHALLA, SC 29691
TELEPHONE (864) 638-4294

GEORGE M. DUCWORTH, SOLICITOR

January 13, 2000

To: Oconee County Council Members

From: Chrissy Adams, Deputy Solicitor

Re: Funds for Classes for Administrative Assistant and Account Clerk

The Solicitor's Office would like to request funds for paralegal classes for the Administrative Assistant and Account Clerk in the amount of \$1625.70. The delicacy with which legal matters are handled requires a complex knowledge of the proper legal processes to follow. These courses offer an opportunity for the above-mentioned employees to benefit the County and the Solicitor's Office (as well as themselves) by using better, more efficient methods to prepare and process legal information within proper legal guidelines. As the new Deputy Solicitor, I feel there is a need for more in-depth legal training for these positions within the Solicitor's office. I regret that these courses were not included in the original budget or the supplemental appropriations request, but I only recently became aware of their availability in our area.

I have attached a copy of the information regarding cost, description of courses, etc. I would respectfully request to be placed on the agenda for January 18th for Council's consideration. As you can see from the documentation attached, the next scheduled class is to begin February 9th and registration needs to be done as soon as possible.

Thank you for your consideration.

Sincerely,

Christina T. Adams
Deputy Solicitor

Date	Course #	Course Title	Course Desc.	Course Cost	Text Cost
2/9/2000	SYN 515	#1-Legal Terminology, Process, Ethics, Tort, & Contract Law	Overview of American judicial system focusing on origins and litigation process	\$195 X 2=\$390	\$137.50 X 2 = \$275.00
4/12/2000	SYN 516	#2-Legal Documents & Analysis	Overview of common legal documents & training to analyze legal problems	\$195 X 2=\$390	(Use same text)
6/14/2000	SYN 517	#3-Evidence, Legal Interviewing & Investigation	Overview of how evidence is gathered and used in a civil case.	\$195 X 2=\$390	79.50 X 2=\$159
				Total \$1170.00	Total \$434.00+ 5% tax = \$455.70
					Grand Total Funds Requested \$1170.00 + \$455.70 =\$1625.70

There are three additional courses which will be scheduled in the 2000/2001 budget year. These classes will be in the budget submission for that period.

Each course is 6 weeks in length. The courses are to be taken in sequence as presented.

INSTRUCTION

orientation

Before you contact us, try reading the answers to our most frequently asked questions.

Please click the title of any course listed below for a complete course description including a syllabus, instructor biography, prerequisites, and requirements.

Paralegal Certificate Program 1

Legal Terminology, Process, Ethics, Tort and Contract Law

- Jan 12, 2000 - Sec SYN 515 - \$ 195
- Feb 09, 2000 - Sec SYN 515 - \$ 195
- Mar 08, 2000 - Sec SYN 515 - \$ 195
- Apr 12, 2000 - Sec SYN 515 - \$ 195
- May 10, 2000 - Sec SYN 515 - \$ 195
- Jun 14, 2000 - Sec SYN 515 - \$ 195
- Jul 12, 2000 - Sec SYN 515 - \$ 195
- Aug 09, 2000 - Sec SYN 515 - \$ 195
- Sep 13, 2000 - Sec SYN 515 - \$ 195
- Oct 11, 2000 - Sec SYN 515 - \$ 195
- Nov 08, 2000 - Sec SYN 515 - \$ 195
- Dec 13, 2000 - Sec SYN 515 - \$ 195

Paralegal Certificate Program 2

Legal Documents and Analysis

- Jan 12, 2000 - Sec SYN 516 - \$ 195
- Feb 09, 2000 - Sec SYN 516 - \$ 195
- Mar 08, 2000 - Sec SYN 516 - \$ 195
- Apr 12, 2000 - Sec SYN 516 - \$ 195
- May 10, 2000 - Sec SYN 516 - \$ 195
- Jun 14, 2000 - Sec SYN 516 - \$ 195
- Jul 12, 2000 - Sec SYN 516 - \$ 195
- Aug 09, 2000 - Sec SYN 516 - \$ 195
- Sep 13, 2000 - Sec SYN 516 - \$ 195
- Oct 11, 2000 - Sec SYN 516 - \$ 195
- Nov 08, 2000 - Sec SYN 516 - \$ 195
- Dec 13, 2000 - Sec SYN 516 - \$ 195

Paralegal Certificate Program 3

Evidence, Legal Interviewing and Investigation

Jan 12, 2000 - Sec SYN 517 - \$ 195
 Feb 09, 2000 - Sec SYN 517 - \$ 195
 Mar 08, 2000 - Sec SYN 517 - \$ 195
 Apr 12, 2000 - Sec SYN 517 - \$ 195
 May 10, 2000 - Sec SYN 517 - \$ 195
 Jun 14, 2000 - Sec SYN 517 - \$ 195
 Jul 12, 2000 - Sec SYN 517 - \$ 195
 Aug 09, 2000 - Sec SYN 517 - \$ 195
 Sep 13, 2000 - Sec SYN 517 - \$ 195
 Oct 11, 2000 - Sec SYN 517 - \$ 195
 Nov 08, 2000 - Sec SYN 517 - \$ 195
 Dec 13, 2000 - Sec SYN 517 - \$ 195

Paralegal Certificate Program 4
Legal Authority and Research

Jan 12, 2000 - Sec SYN 518 - \$ 195
 Feb 09, 2000 - Sec SYN 518 - \$ 195
 Mar 08, 2000 - Sec SYN 518 - \$ 195
 Apr 12, 2000 - Sec SYN 518 - \$ 195
 May 10, 2000 - Sec SYN 518 - \$ 195
 Jun 14, 2000 - Sec SYN 518 - \$ 195
 Jul 12, 2000 - Sec SYN 518 - \$ 195
 Aug 09, 2000 - Sec SYN 518 - \$ 195
 Sep 13, 2000 - Sec SYN 518 - \$ 195
 Oct 11, 2000 - Sec SYN 518 - \$ 195
 Nov 08, 2000 - Sec SYN 518 - \$ 195
 Dec 13, 2000 - Sec SYN 518 - \$ 195

Paralegal Certificate Program 5
Computers, Legal Writing and Appellate Procedure

Jan 12, 2000 - Sec SYN 519 - \$ 195
 Feb 09, 2000 - Sec SYN 519 - \$ 195
 Mar 08, 2000 - Sec SYN 519 - \$ 195
 Apr 12, 2000 - Sec SYN 519 - \$ 195
 May 10, 2000 - Sec SYN 519 - \$ 195
 Jun 14, 2000 - Sec SYN 519 - \$ 195
 Jul 12, 2000 - Sec SYN 519 - \$ 195
 Aug 09, 2000 - Sec SYN 519 - \$ 195
 Sep 13, 2000 - Sec SYN 519 - \$ 195
 Oct 11, 2000 - Sec SYN 519 - \$ 195
 Nov 08, 2000 - Sec SYN 519 - \$ 195
 Dec 13, 2000 - Sec SYN 519 - \$ 195

Paralegal Certificate Program 6
**Law Office Administration, Advocacy, and Job
 Hunting Techniques**



Jan 12, 2000 - Sec SYN 520 - \$ 195
Feb 09, 2000 - Sec SYN 520 - \$ 195
Mar 08, 2000 - Sec SYN 520 - \$ 195
Apr 12, 2000 - Sec SYN 520 - \$ 195
May 10, 2000 - Sec SYN 520 - \$ 195
Jun 14, 2000 - Sec SYN 520 - \$ 195
Jul 12, 2000 - Sec SYN 520 - \$ 195
Aug 09, 2000 - Sec SYN 520 - \$ 195
Sep 13, 2000 - Sec SYN 520 - \$ 195
Oct 11, 2000 - Sec SYN 520 - \$ 195
Nov 08, 2000 - Sec SYN 520 - \$ 195
Dec 13, 2000 - Sec SYN 520 - \$ 195



Notes

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Before you contact us, try reaching the links to our most frequently asked questions.

Paralegal Certificate Program 1

This course provides an overview of the American judicial system focusing on the origins of American law and the litigation process.

Requirements:

Internet access, E-mail, Netscape or Internet Explorer Web browser, High School Diploma or equivalent, college experience and/or law office experience is helpful but not required.

You will also need to purchase the following textbooks:

- Basics of Legal Document Preparation, Robert R. Cummins, \$32 ←
- Federal Rules of Civil Procedure, Notre Dame: National Institute for Trial Advocacy, 1997, \$13.50 ←
- Introduction to Paralegalism: Perspectives, Problems and Skills, 5th Edition, William Statsky, \$69 ←
- Paralegal Procedures and Practices, Scott A. and Lisa Zimmer Hatch, \$23 ←

Mail book order to:

The Center for Legal Studies
22316 Sunset Drive
Golden, CO 80401

Fax to:
303-526-5415

Phone to:
1-800-522-7737

Students should have the following information: name, e-mail address, phone number, and street address (no P.O. boxes)

Acceptable payment methods: Visa, Mastercard, Discover Card, American Express, Check, or Money Order.

For secure online ordering use
www.csls.edu

Syllabus:

All courses run for six weeks. Two lessons are released each week for the six-week duration of the course. You do not have to be present when the lesson is released. Instead, you can take up to ten days to complete each lesson.

after it is released.

Wednesday - Lesson 01

The American Legal System

Friday - Lesson 02

The Litigation Process

Wednesday - Lesson 03

Paralegals in the Litigation Process

Friday - Lesson 04

Legal Terminology

Wednesday - Lesson 05

Regulation of Paralegals

Friday - Lesson 06

Ethical Considerations for Attorneys and Paralegals

Wednesday - Lesson 07

Overview of Federal Rules of Civil Procedure

Friday - Lesson 08

Important Federal Rules of Civil Procedure for Paralegals

Wednesday - Lesson 09

Contract Law

Friday - Lesson 10

Contract Law Documents

Wednesday - Lesson 11

Tort Law

Friday - Lesson 12

Tort Law Practice

Instructor:



Mr. Hatch has presented paralegal courses since 1980 and presently offers the Paralegal Certificate Course at over ninety colleges and universities throughout the United States. He is listed in Who's Who in California, Who's

Who Among Students in American Colleges and Universities, and has been named one of the Outstanding Young Men of America by the United States Jaycees. He was a contributing editor to The Judicial Profiler (McGraw-Hill) and the Colorado Law Annotated (West/Lawyers Co-op) series, and editor of several award-winning publications. He is author of Paralegal Procedures and Practices, published by West Publishing, as well as books on mediation and legal investigation.

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Before you contact us, try reading the answers to our most frequently asked questions.

Paralegal Certificate Program 2

This course provides an overview of common legal documents. You will prepare sample documents and learn to analyze legal problems.

Requirements:

Internet access, E-mail, Netscape or Internet Explorer Web browser, High School Diploma or equivalent, college experience and/or law office experience is helpful but not required.

You will also need to purchase the following textbooks:

- Basics of Legal Document Preparation, Robert R. Cummins, \$32
- Federal rules of Civil Procedure, Notre Dame: National Institute for Trial Advocacy, 1997. \$13.50
- Introduction to Paralegalism: Perspectives, Problems and Skills, 5th Edition, by William Statsky. \$69
- Paralegal Procedures and Practices, by Scott A. and Lisa Zimmer Hatch, 1993. \$23

Mail book orders to:

The Center for Legal Studies
22316 Sunset Drive
Golden, CO 80401

Fax to:
303-526-5416

Phone to:
1-800-522-7737

Students should have the following information: name, e-mail address, phone number, and street address (no P. O. boxes).

Acceptable payment methods: Visa, Mastercard, Discover Card, American Express, Check, or Money Order.

For secure online ordering use
www.csl.edu

Syllabus:

All courses run for six weeks. Two lessons are released each week for the six-week duration of the course. You do not have to be present when the lesson is released. Instead, you can

take up to ten days to complete each lesson after it is released.

Week One**Wednesday - Lesson 01**

Legal Analysis

Friday - Lesson 02

Legal Analysis Practice

Week Two**Wednesday - Lesson 03**

Types of Legal Documents

Friday - Lesson 04

Techniques of Drafting Documents

Week Three**Wednesday - Lesson 05**

Demand Letters

Friday - Lesson 06

Pleadings

Week Four**Wednesday - Lesson 07**

Motions & Orders

Friday - Lesson 08

External Memoranda of Law

Week Five**Wednesday - Lesson 09**

Internal Memoranda of Law

Friday - Lesson 10

Preparation of an Internal Memorandum of Law

Week Six**Wednesday - Lesson 11**


Discovery Documents

Friday - Lesson 12

Depositions

Instructor:

Mr. Hatch has presented paralegal courses since 1980 and presently offers the Paralegal Certificate Course at over ninety colleges and universities throughout the United States. He is listed in Who's Who in California, Who's



Who Among Students in American Colleges and Universities, and has been named one of the Outstanding Young Men of America by the United States Jaycees. He was a contributing editor to The Judicial Profiler (McGraw-Hill) and the Colorado Law Annotated (West/Lawyers Co-op) series, and editor of several award-winning publications. He is author of Paralegal Procedures and Practices, published by West Publishing, as well as books on mediation and legal investigation.

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Paralegal Certificate Program 3

This course provides an overview of how evidence is gathered and used in a civil case.

Requirements:

Internet access, E-mail, Netscape or Internet Explorer Web browser, High School Diploma or equivalent, college experience and/or law office experience is helpful but not required.

You will also need to purchase the following textbooks:

- Federal Rules of Evidence, Notre Dame: National Institute for Trial Advocacy, 97, \$8.50
- Introduction to Paralegalism: Perspectives, Problems and Skills, 5th Edition, by William Statsky, 1997, \$71
- Paralegal Procedures and Practices, by Scott A. and Lisa Zimmer Hatch, 1993, \$23

Mail book orders to:

The Center for Legal Studies
22316 Sunset Drive
Golden, CO 80401

Fax to:
303-526-5415

Phone to:
1-800-522-7737

Students should have the following information: name, e-mail address, phone number, and street address (no P.O. boxes).

Acceptable payment methods: Visa, Mastercard, Discover Card, American Express, Check, or Money Order.

For secure online ordering use

yllabus:

All courses run for six weeks. Two lessons are delivered each week for the six week duration of the course. You do not have to be present when the lesson is held. Instead you can take up to ten days to complete each lesson after it is released.

Wednesday - Lesson 01

Federal Rules of Evidence - General Provisions

Friday - Lesson 02

Relevancy & Privilege

Wednesday - Lesson 03

Hearsay

Friday - Lesson 04

Hearsay Practice

Wednesday - Lesson 05

Overview of Legal Investigation

Friday - Lesson 06

Fact Gathering

Wednesday - Lesson 07

Evidence & Investigation

Friday - Lesson 08

Handling Evidence

Wednesday - Lesson 09

Legal Interviewing

Friday - Lesson 10

Initial Client Interview

Wednesday - Lesson 11

Witness Interviews

Friday - Lesson 12

Preparing Witnesses for Trial

Instructor:

Mr. Hatch has
 graduated
 paralegal
 courses such
 as: Q and
 necessity
 Q and A
 Paralegal
 Certificate
 Course at
 community
 colleges and

universities throughout the United States. He studied in Whittier, California, Ventura and Arroyo

INSTRUCTION

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Before your contact us, try reading the answers to our most frequently asked questions.

Paralegal Certificate Program 4

This course provides you with the skills you need to conduct legal research.

Requirements:

Internet access. E-mail. Netscape or Internet Explorer Web browser. High School Diploma or equivalent, college experience and/or law office experience is helpful but not required.

You will also need to purchase the following textbooks:

- ♦ Introduction to Paralegalism: Perspectives, Problems and Skills, 5th Edition, by William Stasky, Minneapolis/St. Paul, West Publishing Company, 1997. \$71
- ♦ Paralegal Procedures and Practices, by Scott A. and Lisa Zimmer Hatch, Minneapolis/St. Paul, West Publishing Company, 1993. \$23

Mail book orders to:

The Center for Legal Studies
22316 Sunset Drive
Golden, CO 80401

Fax to:
303-526-5415

Phone to:
1-800-522-7737

Students should have the following information: name, e-mail address, phone number, and street address (no P.O. boxes)

Acceptable payment methods: Visa, Mastercard, Discover Card, American Express, Check, or Money Order.

For secure online ordering use

Syllabi :

All courses are 100% self-paced. Two weeks of instruction. The course is to be completed within 10 days of the course. You may pause the course at any time. Please contact the instructor for more information. You may pause the course for up to 10 days to complete the course. If you do not, it will end.

Week One

Wednesday - Lesson 01

Mandatory Authority

Friday - Lesson 02

Persuasive Authority

Week Two

Wednesday - Lesson 03

Introduction to Legal Research

Friday - Lesson 04

Frustration & Legal Research

Week Three

Wednesday - Lesson 05

Legal Research Tools

Friday - Lesson 06

Checklists

Week Four

Wednesday - Lesson 07

Legal Encyclopedias

Friday - Lesson 08

ALR & Digests

Week Five

Wednesday - Lesson 09

How to Use Shepards

Friday - Lesson 10

Citation Format

Week Six

Wednesday - Lesson 11

Legal Research Practice

Friday - Lesson 12

Legal Research Practice, continued

Instructor:



Mr. Hark has
 presented
 her legal
 research since
 1980 and
 presently
 serves as
 Pa. leg
 Certif. abe
 Counselor
 over a new
 colleges and

it very early in his life in the United
 States. He is listed in Who's Who in
 California, Who's Who in
 Students in American Colleges and

University and has been an editor of the Outstanding Young Men of America by the United States. He was a contributing editor to the Justice, Profits for Gray, and the Colorado Law Annual. He has been a contributing editor and publisher of several award-winning publications. He was also a Paralegal Project as well as a Practitioner published by West Publishing as well as a host of mediation and legal investigation.

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Before you contact us, try reading the answers to our most frequently asked questions.

Paralegal Certificate Program 5.

This course explains how to use computers to assist in legal research. You will practice your legal writing skills by preparing a sample appellate brief.

Requirements:

Internet access, E-mail, Netscape or Internet Explorer Web browser, High School Diploma or equivalent, College experience and/or law office experience is helpful but not required.

You will also need to purchase the following textbooks:

- Basics of Legal Document Preparation, Robert R. Cummins, Albany: Delmar Publishers Inc., 1997, \$32
- Introduction to Paralegalism, Perspectives, Problems and Skills, 5th Edition, by William Statsky, Minneapolis/St. Paul: West Publishing Company, 1997, \$71
- Paralegal Procedures and Practices, by Scott A. and Lisa Zimmer Hatch, Minneapolis/St. Paul: West Publishing Company, 1993, \$23

Mail book orders to:

The Center for Legal Studies
22316 Sunset Drive
Golden, CO 80401

Fax to:
303-526-5415

Phone to:
1-800-522-7737

Students should have the following information: name, e-mail address, phone number, and street address (no P. O. boxes).

Acceptable payment methods: Visa, Mastercard, Discover Card, American Express, Check, or Money Order.

For secure online ordering use
www.amazon.com.

Syllabus:

All courses run for six weeks. Two lessons are released each week for the six-week duration of the course. You do not have to be present when the lesson is released. Instead, you call

take up to ten days to complete each lesson
after it is released

Week One**Wednesday - Lesson 01**

Computerized Legal Research

Friday - Lesson 02

Westlaw & The Internet

Week Two**Wednesday - Lesson 03**

Legal Writing

Friday - Lesson 04

Grammar, Sentence Structure & Punctuation

Week Three**Wednesday - Lesson 05**

Paragraph Organization

Friday - Lesson 06

Appellate Procedure

Week Four**Wednesday - Lesson 07**

Organization of the Appellate Brief

Friday - Lesson 08

Preliminary Pages, Argument & Conclusion

Week Five**Wednesday - Lesson 09**

Appellate Brief Research

Friday - Lesson 10

Appellate Brief Research, continued

Week Six**Wednesday - Lesson 11**

Preparation of the Appellate Brief


Friday - Lesson 12

Preparation of the Appellate Brief, continued

Instructor:

Mr. Hatch has presented paralegal courses since 1980 and presently offers the Paralegal Certificate Course at over ninety colleges and universities throughout the United States. He is listed in Who's Who in California, Who's

Who Among Students in American Colleges



and Universities, and has been named one of the Outstanding Young Men of America by the United States Jaycees. He was a contributing editor to The Judicial Profile (McGraw-Hill) and the Colorado Law Annotated (West/Lawyers Co-op) series, and editor of several award-winning publications. He is author of Paralegal Procedures and Practices, published by West Publishing, as well as books on mediation and legal investigation.

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Before you contact us, try reading the answers to our most frequently asked questions

Paralegal Certificate Program 6

This course provides a look into the paralegal in the law office and presents techniques for finding a job as a paralegal.

Requirements:

Internet access. E-mail. Netscape or Internet Explorer Web browser. High School Diploma or equivalent. College experience and/or law office experience is helpful but not required.

You will also need to purchase the following textbooks:

- Basics of Legal Document Preparation, Robert R. Cummins, Albany: Delmar Publishers Inc., 1997, \$32
- Introduction to Paralegalism: Perspectives, Problems and Skills, 5th Edition, by William Statsky, Minneapolis/St. Paul: West Publishing Company, 1997, \$71
- Paralegal Procedures and Practices, by Scott A. and Lisa Zimmer Hatch, Minneapolis/St. Paul: West Publishing Company, 1993, \$23

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The Center for Legal Studies
22316 Sunset Drive
Golden, CO 80401

Fax to:
303-626-5415

Phone to:
1-800-522-7737

Students should have the following information: name, e-mail address, phone number, and street address (no P.O. boxes).

Acceptable payment methods: Visa, MasterCard, Discover Card, American Express, Check, or Money Order.

For secure online ordering use
www.legalcenter.com

Syllabus:

All courses run for six weeks. Two lessons are released each week for the six-week duration of the course. You do not have to be present when the lesson is released. Instead, you can

take up to ten days to complete each lesson after it is released.

Week One

Wednesday - Lesson 01

Computers in the Law Office

Friday - Lesson 02

Law Office Administration

Week Two

Wednesday - Lesson 03

Office Procedures for a Large Firm

Friday - Lesson 04

Office Procedures for a Small Firm

Week Three

Wednesday - Lesson 05

Litigation Assistantship

Friday - Lesson 06

Agency Hearings

Week Four

Wednesday - Lesson 07

Informal Advocacy

Friday - Lesson 08

Formal Advocacy

Week Five

Wednesday - Lesson 09

Real Estate & Business Documents

Friday - Lesson 10

Wills, Trusts & Bankruptcy Documents

Week Six

Wednesday - Lesson 11

Domestic Relations Documents

Friday - Lesson 12

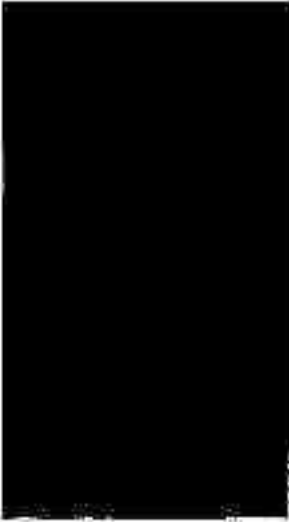
Job Hunting

Instructor:



Mr. Hatch has presented paralegal courses since 1980 and presently offers the Paralegal Certificate Course at over ninety colleges and universities throughout the United States. He is listed in *Who's Who in California*, *Who's Who Among Students in American Colleges*

Who's Who Among Students in American Colleges



and Universities, and has been named one of the Outstanding Young Men of America by the United States Jaycees. He was a contributing editor to The Judicial Profiler (McGraw-Hill) and the Colorado Law Annotated (West/Lawyers Co-op) series, and editor of several award-winning publications. He is author of Paralegal Procedures and Practices published by West Publishing, as well as books on mediation and legal investigation.

[Request for this course](#)

Return



I am interested in leasing the plus or minus thirty-five (35) acres of cultivated land and will offer to pay \$ \$451 ⁰⁰ per year, according to the conditions stated above.

Signed Peter Mancig

Address 315 HESSE

Address WAHALLA S.C. 29681

Phone Number 638-6281 work 6545924

Date ~~1-2-00~~ 1-2-2000

EXT 30

I am interested in leasing the plus or minus thirty-five (35) acres of cultivated land and will offer to pay \$ 421 ⁰⁴ per year, according to the conditions stated above.

Signed Robert Kij

Address 335 Misty Hollow LN

Address Westminster SC 29693

Phone Number 864-647-7600

Date 1-3-2000

Bid # 99-26

Feature	Sheriff & Comm.	Ikon	✓ Kearnes Business Prod	Konica Business Tech	Office Pro	Office Pro	Plus Inc	Plus Inc	Quality Business Systems	Southern Office Systems Inc	Professional Office Products
Brand and Model		Ricoh 450	Mita AI 4040	Konica 7040	Savin 9945DP	Savin 9935DP	Konica 7040	Konica 7150	Minolta Di520	Royal Copystar 4000d	no bid
Base Bid for Copier		\$ 9,200.00	\$ 7,985.00	\$ 6,900.00	\$ 7,497.00	\$ 6,107.00	\$ 8,679.00	\$ 12,700.00	\$ 13,995.00	\$ 6,928.00	
estimated annual volume	56,000										
copier stand (console)	X	yes	incl	\$ 1,200.00	\$ 110.00	110	yes	yes			
copies per minute	40-50	45	40	40	45	35	40	50	52		
computer interface capabilities - as stated in Minimum Specs	X	yes	yes	yes	\$ 2,390.00	\$ 2,390.00	yes	yes		\$1,447.00	
resolution 600 x 600 dpi - copy, scan, print, gray scale 250 levels	X	400 x 400	yes	400 - 600 selectable	yes	yes	400/600dpi selectable	400/600dpi selectable			
memory 32 MB upgradable to 128 MB	X	yes	yes	16 to 80	incl	yes	16MB-80MB	16MB-128MB			
document processor capacity 70 originals	X	yes	yes	yes	yes	yes	yes	yes	100 sheets		
continuous copying up to 999, auto reset to 1	X	yes	yes	yes	yes	yes	yes	yes			
maximum copy size	11" X 17"	yes	yes	yes	yes	yes	yes	yes			
minimum copy size	5.5" X 8.5"	yes	yes	yes	yes	yes	yes	yes			
# of paper trays	3	yes	2-550	yes	2-500	2-500	yes	6			
capacity of paper trays	1-3000, 2-550	1-1500, 2-500	\$1,085.00	yes	2-500 \$956.00	2-500 \$956.00	1-1500, 2-500	1-3000, 2-500	7,3000 sheets	\$ 942.00	
manual by-pass 100 sheet	X	yes - 50	yes	yes	50	50	yes	yes			
variable magnification 25-400%	X	yes	yes	yes	yes	yes	yes	33-400%			
stackless duplexing up to 999 sheets	X	yes	yes	yes	yes	yes	yes	yes			
digital effects to incl image reverse, image combination, image rotation, image overlay, booklet mode, rotate sort, mirror image, page numbering, electronic sorting	X	yes	yes	yes	yes	yes	yes	yes			
ability to scan additional jobs into memory while one job is running	X		yes	yes	yes	yes	yes	yes			
book copy	X	yes	yes	yes	yes	yes	yes	yes			
photo copy	X	yes	yes	yes	yes	yes	yes	yes			
auto original size detection, etc	X	yes	yes	yes	yes	yes	yes	yes			
Options											
automatic duplexing	X	yes	incl	yes	incl	incl	yes	yes			
reversing auto documenter feeder - 50 sheets	X	yes	incl	yes	incl	incl	yes	yes			
finisher -stapling, 2 & 3 hole punch, 3000 sheet capacity	X	yes 3 hole	1,844.00	no hole punch \$1,900.00	3 hole punch \$2,361.00	no hole punch 1000 sht \$1,151.00	no hole punch 1,100 sht	no hole punch 2,200 shts	2,500 sheets	\$1,600.00	
copy mgt. acct. codes	X	yes	incl		yes	yes	yes	yes			
Subtotal		\$ 9,200.00	\$ 10,914.00	\$ 10,000.00			\$ 8,679.00	\$ 12,700.00	\$ 13,995.00	\$ 10,917.00	
S. C. Sales Tax (5%)		\$ 460.00	\$ 545.70	\$ 500.00			\$ 433.95	\$ 635.00	\$ 699.75	\$ 545.85	
Total		\$ 9,660.00	\$ 11,459.70	\$ 10,500.00	\$ -	\$ -	\$ 9,112.95	\$ 13,335.00	\$ 14,694.75	\$ 11,462.85	
State warranty		90 days	30 days				90 days	90 days		90 days	
Cost of service agreement											
1st year per copy 56,000		\$ 560.00	\$ 560.00	\$ 728.00			\$ 560.00	\$ 560.00	\$ 672.00	\$ 896.00	
2nd year per copy 56,000		\$ 588.00	\$ 588.00	\$ 728.00			\$ 616.00	\$ 616.00	\$ 740.00	\$ 896.00	
3rd year per copy 56,000		\$ 616.00	\$ 616.00	\$ 728.00			\$ 672.00	\$ 672.00	\$ 814.00	\$ 896.00	
Total Cost for Sheriff		\$ 11,424.00	\$ 13,223.70	\$ 12,684.00	\$ -	\$ -	\$ 10,960.95	\$ 15,183.00	\$ 16,920.75	\$ 14,150.85	\$ -
1st year per copy 76,000		\$ 760.00	\$ 760.00	\$ 988.00			\$ 760.00	\$ 760.00	\$ 912.00	\$ 1,216.00	
2nd year per copy 76,000		\$ 798.00	\$ 798.00	\$ 988.00			\$ 836.00	\$ 836.00	\$ 1,004.00	\$ 1,216.00	
3rd year per copy 76,000		\$ 836.00	\$ 836.00	\$ 988.00			\$ 912.00	\$ 912.00	\$ 1,105.00	\$ 1,216.00	
Total Cost for Communications		\$ 12,054.00	\$ 13,853.70	\$ 13,464.00	\$ -	\$ -	\$ 11,620.95	\$ 15,843.00	\$ 17,715.75	\$ 15,110.85	\$ -
Delivery ARO			2 weeks	10 days	30 days	30 days	10 working days	10 working days	15 days	1/25/00	
					incomplete	does not meet specs			1 GB hard drive		
Amount of Award (copier X 2)		\$ 19,320.00	\$ 22,919.40	\$ 21,000.00			\$ 18,225.90	\$ 26,670.00	\$ 29,389.50	\$ 22,925.70	

Feature	Sheriff & Comm.	Ikon	Keames Business Prod	Konica Business Tech	Office Pro	Office Pro	Plus Inc	Plus Inc	Quality Business Systems	Southern Office Systems Inc	Professional Office Products
Brand and Model		Ricoh 450	Mita AI 4040	Konica 7040	Savin 9945DP	Savin 9935DP	Konica 7040	Konica 7150	Minolta Di520	Royal Copystar 4000d	no bid
Base Bid for Copier		\$ 9,200.00	\$ 7,985.00	\$ 8,900.00	\$ 7,497.00	\$ 6,107.00	\$ 8,679.00	\$ 12,700.00	\$ 13,995.00	\$ 6,928.00	
estimated annual volume	56,000										
copier stand (console)	X	yes	incl	\$ 1,200.00	\$ 110.00	110	yes	yes			
copies per minute	40-50	45	40	40	45	35	40	50	52		
computer interface capabilities - as stated in Minimum Specs	X	yes	yes	yes	\$ 2,390.00	\$ 2,390.00	yes	yes		\$1,447.00	
resolution 600 x 600 dpi - copy, scan, print, gray scale 250 levels	X	400 x 400	yes	400 - 600 selectable	yes	yes	400/600dpi selectable	400/600dpi selectable			
memory 32 MB upgradable to 128 MB	X	yes	yes	16 to 80	incl	yes	16MB-80MB	16MB-128MB			
document processor capacity 70 originals	X	yes	yes	yes	yes	yes	yes	yes	100 sheets		
continuous copying up to 999, auto reset to 1	X	yes	yes	yes	yes	yes	yes	yes			
maximum copy size	11" X 17"	yes	yes	yes	yes	yes	yes	yes			
minimum copy size	5.5" X 8.5"	yes	yes	yes	yes	yes	yes	yes			
# of paper trays	3	yes	2-550	yes	2-500	2-500	yes	6			
capacity of paper trays	1-3000, 2-550	1-1500, 2-500	\$1,085.00	yes	2-500 \$956.00	2-500 \$956.00	1-1500, 2-500	1-3000, 2-500	7,3000 sheets	\$ 942.00	
manual by-pass 100 sheet	X	yes - 50	yes	yes	50	50	yes	yes			
variable magnification 25-400%	X	yes	yes	yes	yes	yes	yes	33-400%			
stackless duplexing up to 999 sheets	X	yes	yes	yes	yes	yes	yes	yes			
digital effects to incl image reverse, image combination, image rotation, image overlay, booklet mode, rotate sort, mirror image, page numbering, electronic sorting	X	yes	yes	yes	yes	yes	yes	yes			
ability to scan additional jobs into memory while one job is running	X		yes	yes	yes	yes	yes	yes			
book copy	X	yes	yes	yes	yes	yes	yes	yes			
photo copy	X	yes	yes	yes	yes	yes	yes	yes			
auto original size detection, etc	X	yes	yes	yes	yes	yes	yes	yes			
Options											
automatic duplexing	X	yes	incl	yes	incl	incl	yes	yes			
reversing auto documenter feeder - 50 sheets	X	yes	incl	yes	incl	incl	yes	yes			
finisher -stapling; 2 & 3 hole punch, 3000 sheet capacity	X	yes 3 hole	1,844.00	no hole punch \$1,900.00	3 hole punch \$2,361.00	no hole punch 1000 sht \$1,151.00	no hole punch 1,100 sht	no hole punch 2,200 shts	2,500 sheets	\$1,600.00	
copy mgt. acct. codes	X	yes	incl		yes	yes	yes	yes			
Subtotal		\$ 9,200.00	\$ 10,914.00	\$ 10,000.00			\$ 8,679.00	\$ 12,700.00	\$ 13,995.00	\$ 10,917.00	
S. C. Sales Tax (5%)		\$ 460.00	\$ 545.70	\$ 500.00			\$ 433.95	\$ 635.00	\$ 699.75	\$ 545.85	
Total		\$ 9,660.00	\$ 11,459.70	\$ 10,500.00	\$ -	\$ -	\$ 9,112.95	\$ 13,335.00	\$ 14,694.75	\$ 11,462.85	
State warranty		90 days	30 days				90 days	90 days		90 days	
Cost of service agreement											
1st year per copy 56,000		\$ 560.00	\$ 560.00	\$ 728.00			\$ 560.00	\$ 560.00	\$ 672.00	\$ 896.00	
2nd year per copy 56,000		\$ 588.00	\$ 588.00	\$ 728.00			\$ 616.00	\$ 616.00	\$ 740.00	\$ 896.00	
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Total Cost for Sheriff		\$ 11,424.00	\$ 13,223.70	\$ 12,684.00	\$ -	\$ -	\$ 10,960.95	\$ 15,183.00	\$ 16,920.75	\$ 14,150.85	\$ -
1st year per copy 76,000		\$ 760.00	\$ 760.00	\$ 988.00			\$ 760.00	\$ 760.00	\$ 912.00	\$ 1,216.00	
2nd year per copy 76,000		\$ 798.00	\$ 798.00	\$ 988.00			\$ 836.00	\$ 836.00	\$ 1,004.00	\$ 1,216.00	
3rd year per copy 76,000		\$ 836.00	\$ 836.00	\$ 988.00			\$ 912.00	\$ 912.00	\$ 1,105.00	\$ 1,216.00	
Total Cost for Communications		\$ 12,054.00	\$ 13,853.70	\$ 13,464.00	\$ -	\$ -	\$ 11,620.95	\$ 15,843.00	\$ 17,715.75	\$ 15,110.85	\$ -
Delivery ARO			2 weeks	10 days	30 days	30 days	10 working days	10 working days	15 days	1/25/00	
					incomplete	does not meet specs			1 GB hard drive		

BID NO. 99-30

(Use this number on envelopes and all related correspondence.)

**BID FORM
OCONEE COUNTY PURCHASING DEPARTMENT
415 S. PINE ST., ROOM 107, WALHALLA, SC 29691**

The INTERSTATE EQUIPMENT COMPANY
Submits herewith our Bid in response to bid request number shown above, and in compliance with the description(s) and/or specification(s) attached hereto for an articulated wheel loader for the Rock Quarry .

BASE BID \$ 382,285.00*
(tax exempt - used for mining purposes) 3 YEAR 5000 HR Powertrain \$16,580.00*

Option #1 - Three-year warranty \$ 3 YEAR BUMPER TO BUMPER \$28,170.00*

* Prices to increase 3% after February 1, 2000

The above stated bid is based on all applicable specifications, drawings, etc. associated with this bid and the following additional Addenda issued subsequent to the basic specifications and/or drawings.

NOTE TO BIDDER: List all Addenda with dates of any issued. If no additional Addenda is issued, write the word "NONE".

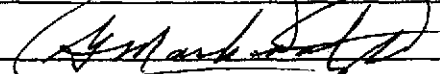
Addendum Number	Date
<u>N/A</u>	<u> </u>
<u> </u>	<u> </u>

Bid shall include delivery to location stated on Bid Notice. Show any exception, deviation, extra computation, or information on Bid Supplemental Form attached hereto.

Completion/Delivery Date ARO: 120 DAYS (IF EMERGENCY STEERING NOT REQUIRED - 45 DAYS & DEDUCT \$3925.00)

Bidding Organization: INTERSTATE EQUIPMENT COMPANY

Mailing Address: 122 GARDNERS TERRACE ROAD, WEST COLUMBIA, SOUTH CAROLINA 29172

Signature of Bidder's Representative: 

Print Name of Bidder's Representative: G. MARK DANTZLER

Title: VICE PRESIDENT Date: JANUARY 5, 2000

Telephone: (803) 794-7400 Fax: 739-0869 (803)

BID SUPPLEMENTAL FORM

OCONEE COUNTY PURCHASING DEPARTMENT

415 S. PINE STREET, ROOM 107

WALHALLA, SOUTH CAROLINA 29691

DATE: JANUARY 5, 2000 BID NO 99-30

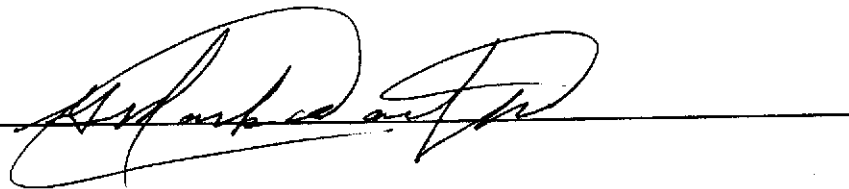
The INTERSTATE EQUIPMENT COMPANY takes the following exceptions:
(Bidder)

UNDER STANDARD EQUIPMENT

ALARMS AUDIBLE & VISUAL

THERE WILL BE NO BRAKE OIL LEVEL ALARMS AS THE BRAKE OIL IS THE SAME
AS THE HYDRAULIC OIL.

SIGNATURE: _____

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to read "R. J. ...".

BID NO. 99-30

(Use this number on envelopes and all related correspondence.)

BID FORM
OCONEE COUNTY PURCHASING DEPARTMENT
415 S. PINE ST., ROOM 107, WALHALLA, SC 29691

The Mitchell Distributing Company
Submits herewith our Bid in response to bid request number shown above, and in compliance with the description(s) and/or specification(s) attached hereto for an articulated wheel loader for the Rock Quarry .

BASE BID \$ 397,295.00
(tax exempt - used for mining purposes)

Option #1 - Three-year warranty \$ 5,705.00

The above stated bid is based on all applicable specifications, drawings, etc. associated with this bid and the following additional Addenda issued subsequent to the basic specifications and/or drawings.

NOTE TO BIDDER: List all Addenda with dates of any issued. If no additional Addenda is issued, write the word "NONE".

Addendum Number	Date
<u>none</u>	<u> </u>
<u> </u>	<u> </u>

Bid shall include delivery to location stated on Bid Notice. Show any exception, deviation, extra computation, or information on Bid Supplemental Form attached hereto.

Completion/Delivery Date ARO: 10-12 weeks

Bidding Organization: Mitchell Distributing Company

Mailing Address: 407 Oak Road Road, Piedmont, SC

Signature of Bidder's Representative: Olin Dorroh

Print Name of Bidder's Representative: Olin Dorroh

Title: Branch Manager Date: 1-6-00

Telephone: 864-220-9482 Fax: 864-220-9489

BID SUPPLEMENTAL FORM

OCONEE COUNTY PURCHASING DEPARTMENT

415 S. PINE STREET, ROOM 107

WALHALLA, SOUTH CAROLINA 29691

DATE: 1-6-00 BID NO 99-30

The Mitchell Distributing Company takes the following exceptions:

(Bidder)

Bucket Linkage - Single "Z" Bar
Optional 3 year warranty is Power Train only
Differential, Straight Bevel Gear

SIGNATURE: Olin Dorroh
Olin Dorroh, Branch Manager

BID NO. 99-30

(Use this number on envelopes and all related correspondence.)

BID FORM
OCONEE COUNTY PURCHASING DEPARTMENT
415 S. PINE ST., ROOM 107, WALHALLA, SC 29691

The L.B. SMITH, INC.

Submits herewith our Bid in response to bid request number shown above, and in compliance with the description(s) and/or specification(s) attached hereto for an articulated wheel loader for the Rock Quarry .

ONE NEW VOLVO L330D
STANDARD WARRANTY-12 MONTHS OR 2500 HOURS COMPLETE

BASE BID \$ 433,006.00
(tax exempt - used for mining purposes)

Option #1 - Three-year warranty \$ 9,000.00 VOLVO CAP 6C (3 YEAR 6000 HOUR COMPONENTS PLAN)

The above stated bid is based on all applicable specifications, drawings, etc. associated with this bid and the following additional Addenda issued subsequent to the basic specifications and/or drawings.

NOTE TO BIDDER: List all Addenda with dates of any issued. If no additional Addenda is issued, write the word "NONE".

Addendum Number	Date
_____	_____
_____	_____

Bid shall include delivery to location stated on Bid Notice. Show any exception, deviation, extra computation, or information on Bid Supplemental Form attached hereto.

Completion/Delivery Date ARO: 45 TO 60 DAYS ARO LOADER, ROCKLAND BUCKET 10 WEEKS.

Bidding Organization: L.B. SMITH, INC.

Mailing Address: P.O. BOX 1453 COLUMBIA SC 29202

Signature of Bidder's Representative: *Gene Kendrick*

Print Name of Bidder's Representative: GENE KENDRICK

Title: TERRITORY MANAGER Date: 01-05-2000

Telephone: 1-800-541-5744 Fax: 1-803-791-9920

BID SUPPLEMENTAL FORM

OCONEE COUNTY PURCHASING DEPARTMENT

415 S. PINE STREET, ROOM 107

WALHALLA, SOUTH CAROLINA 29691

DATE: 01-05-2000 BID NO 99-30

The L.B. SMITH, INC. takes the following exceptions:
(Bidder)

- 1) VOLVO USES A 4 SPEED FORWARD AND 4 SPEED REVERSE AUTOMATIC COUNTERSHAFT TRANSMISSION.
- 2) VOLVO USES 4 VARIABLE DISPLACEMENT PISTON PUMPS. THE MAXIMUM SYSTEM PRESSURE IS 3118PSI. THIS SYSTEM ALLOWS FOR LOAD-SENSING HYDRAULICS AND GREATLY REDUCED FUEL CONSUMPTION.

SIGNATURE: _____

Gene Kendrick

06

BID FORM
OCONEE COUNTY PURCHASING DEPARTMENT
415 S. PINE ST., ROOM 107, WALHALLA, SC 29691

The Blanchard Machinery Co.
Submits herewith our Bid in response to bid request number shown above, and in compliance with the description(s) and/or specification(s) attached hereto for an articulated wheel loader for the Rock Quarry .

BASE BID \$ 479,826.00
(tax exempt - used for mining purposes)

Option #1 - Three-year warranty \$ 21,200.00

The above stated bid is based on all applicable specifications, drawings, etc. associated with this bid and the following additional Addenda issued subsequent to the basic specifications and/or drawings.

NOTE TO BIDDER: List all Addenda with dates of any issued. If no additional Addenda is issued, write the word "NONE".

Addendum Number	Date
<u> </u>	<u> </u>
<u> </u>	<u> </u>

Bid shall include delivery to location stated on Bid Notice. Show any exception, deviation, extra computation, or information on Bid Supplemental Form attached hereto.

Completion/Delivery Date ARO: 2 - 6 weeks delivery

Bidding Organization: Blanchard Machinery Co.

Mailing Address: 224 Neely Ferry Road, Simpsonville, S. C. 29680

Signature of Bidder's Representative: Barry Sullivan

Print Name of Bidder's Representative: Barry Sullivan

Title: Sales Representative Date: January 6, 2000

Telephone: (864) 963-3645 Fax: (864) 963-2063

OCONEE COUNTY PURCHASING DEPARTMENT

415 S. PINE STREET, ROOM 107

WALHALLA, SOUTH CAROLINA 29691

DATE: January 6, 2000 BID NO 99-30

The Blanchard Machinery Co. takes the following exceptions:
(Bidder)

1. If you would like the STIC Control Option instead of the steering wheel, it would cost \$2,249.00 less.
2. We will honor the warranty specified at 3 years/7,500 hrs. (whichever comes first). This will cover warranty situations, defective parts and workmanship; not to include normal wear and tear, G.E.T., tires, operator abuse or negligence, adjustments or servicing.

To increase the full machine warranty to 5 years or 7,500 hrs. exempting travel time and mileage from these extra 2 years Add \$3,050.00

SIGNATURE: _____

Barry Sullivan

JANUARY 11, 2000

MEMORANDUM

TO: COUNCIL MEMBERS

FROM: OPAL

LISTED BELOW, PLEASE FIND ANTICIPATED EXPENDITURES FOR THE CENSUS COMMITTEE:

ESTIMATED EXPENDITURES FOR CENSUS COMMITTEE:

BUMPER STICKERS:	\$ 495.00
SIGNS:	\$ 400.00
PAID ADVERTISEMENTS:	\$ 100.00
TOTAL:	\$ 995.00



Appalachian

COUNCIL OF GOVERNMENTS
30 Century Circle • PO Drawer 6668
Greenville, SC 29606 • (864) 242-9733

January 3, 2000

Mr. Harrison Orr, Supervisor
415 South Pine Street
Walhalla, SC 29691

Dear Harrison:

The terms of citizen and minority members appointed by the County Council to the Appalachian Council of Governments' Board expire in January of even-numbered years. It is now time for Oconee County Council to appoint or **re-appoint** its citizen and minority COG Board representatives for a two-year term, which will expire in January 2002. The names and addresses of the persons currently holding these positions are shown below:

Citizen Member

Robert Gaillard
P. O. Drawer 188
Walhalla, SC 29691

Minority Member

Vikki Allen
1035 Highway 123 By-Pass
Seneca, SC 29678

Please Note: Over the past several years, a conflict has persisted between the councils of governments in South Carolina and the Economic Development Administration (EDA) relative to the selection and appointment of minority members to councils of governments' boards. The EDA requirement is actually in conflict with the COG bylaws, which state that minority members will be appointed by the respective county council.

The conflict will not arise if:

- 1) County Council **re-appoints** the same minority member(s) as currently hold the position(s); or
- 2) New minority appointees are **locally elected officials** such as county or city council members, school board members or other **elected** posts.

Mr. Harrison Orr, Supervisor

Page 2

January 3, 2000

Please contact Bob Strother, the Council's Executive Director, when your appointment is finalized, or if you have questions. If possible, we would appreciate receiving the appointment prior to January 31, 2000.

Best regards,



Bob Nash
Chairman

/gmm

OCONEE COUNTY COUNCIL

ORDINANCE 2000-02

BE IT ORDAINED, by Oconee County Council in Council duly assembled, upon third and final reading:

SECTION I:

This Ordinance shall be known as "THE 1999 - 2000 SUPPLEMENTAL APPROPRIATIONS ORDINANCE FOR OCONEE COUNTY":

SECTION II:

The purpose of this Ordinance is to amend and modify the 1999 - 2000 APPROPRIATIONS ORDINANCE FOR OCONEE COUNTY, Ordinance 99-5 and to make appropriations, both supplemental and primary, from current revenue for the remaining portion of fiscal year 1999-2000 and to transfer funds from department accounts to other authorized uses as stated herein and to implement, approve and ratify the policies and programs authorized by the Oconee County Council, and other matters relating thereto.

SECTION III:

The modifications set forth on Exhibit A attached hereto are approved.

SECTION IV:

Unless specifically modified, amended or deleted herein, all appropriations of funds created by the "APPROPRIATIONS ORDINANCE FOR OCONEE COUNTY" (Ordinance 99-5) are hereby ratified and shall remain in full force and effect as originally adopted. All other sections of Ordinance 99-5 not modified, directly or by implication shall likewise remain in full force and effect.

REVENUES: (See Ordinance 99-5, pages 11 - 16)

EXPENDITURES: (See Ordinance 99-5, pages 17 - 93)

OCONEE COUNTY, SOUTH CAROLINA
TENTATIVE SUPPLEMENTAL EXPENDITURE CHANGE REPORT
JANUARY, 2000

				Department	SUPPLEMENTAL REQUEST	TENTATIVE RECOMMENDATION	NOTE
10	3	150	840 CAP EXPEND EQUIP	Computer Tax Center	4,900.00	4,900.00	
	3		Net for Department	Computer Tax Center	4,900.00	4,900.00	
10	4	110	408 PROCESS SERVER		-	(12,000.00)	
10	4	110	414 DEPUTY I	Sheriff's Office	-	(5,000.00)	
10	4	110	428 DEPUTY I	Sheriff's Office	-	(5,000.00)	
10	4	110	457 CRIME SCENE TECH/ EVIDENCE	Sheriff's Office	-	(7,000.00)	
10	4	110	459 CORPORAL	Sheriff's Office	-	(8,000.00)	
10	4	120	4121 TEMPORARY SALARY	Sheriff's Office	3,466.40	3,466.40	
10	4	130	13 SOCIAL SECURITY	Sheriff's Office	-	(2,585.32)	
10	4	130	14 RETIREMENT	Sheriff's Office	-	(3,959.00)	
10	4	130	15 WORKERS COMPENSATION	Sheriff's Office	-	(2,313.82)	
10	4	150	25 PROFESSIONAL	Sheriff's Office	25,000.00	25,000.00	
	4		Net for Department	Sheriff's Office	28,466.40	(17,371.74)	
10	7	130	77715 SPEC DIST FOR W/C TO STAT	General Expense	-	(300,000.00)	
10	7	150	767 CONTINGENCY	General Expense	42,250.00	42,250.00	3
10	7	150	7899 ENCUMBRANCE EXPENSE	General Expense	(6,759.00)	(6,759.00)	
	7		Net for Department	General Expense	35,491.00	(284,509.00)	
10	10	150	850 CAP EXPEND BLDGS	Library	200,000.00	-	2
10	10	155	10312 LIBRARY NRC 10 87 338	Library	3,655.00	3,655.00	1
10	10	255	58 AUTHORITY CONTROL	Library	10,000.00	10,000.00	1
10	10	255	3500 BOOKS	Library	9,006.00	9,006.00	1
10	10	255	3507 AUDIO VISUAL	Library	6,000.00	6,000.00	1
	10		Net for Department	Library	228,661.00	28,661.00	
10	12	200	2009 AIRPORT VEHICLE MAINTENANCE	Motor Pool	2,500.00	2,500.00	
10	12	200	2011 ANIMAL CONTROL VEHICLE MAINTENANCE	Motor Pool	3,000.00	3,000.00	
10	12	200	2017 ASSESSOR VEHICLE MAINTENANCE	Motor Pool	2,000.00	2,000.00	
10	12	200	2057 HEALTH DEPT VEHICLE MAINTENANCE	Motor Pool	1,500.00	1,500.00	
	12		Net for Department	Motor Pool	9,000.00	9,000.00	
10	16	110	1600 DEPUTY SOLICITOR	Solicitor	-	(5,000.00)	
10	16	110	1606 ASSISTANT SOLICITOR	Solicitor	-	(7,000.00)	
10	16	130	13 SOCIAL SECURITY	Solicitor	-	(918.00)	
10	16	130	14 RETIREMENT	Solicitor	-	(822.00)	
10	16	130	15 WORKERS COMPENSATION	Solicitor	-	(60.00)	
10	16	150	41 TELEPHONE	Solicitor	431.00	431.00	
	16		Net for Department	Solicitor	431.00	(13,369.00)	
10	17	110	1720 PROPERTY LISTER	Assessor	-	(5,000.00)	
10	17	110	1723 PROPERTY LISTER	Assessor	-	(5,000.00)	
10	17	110	1724 PROPERTY LISTER	Assessor	-	(5,000.00)	
10	17	130	13 SOCIAL SECURITY	Assessor	-	(1,147.50)	
10	17	130	14 RETIREMENT	Assessor	-	(1,027.50)	
10	17	130	15 WORKERS COMPENSATION	Assessor	-	(420.00)	
	17		Net for Department	Assessor	-	(17,595.00)	
10	18	110	1800 PRT DIRECTOR	PRT	-	(29,113.00)	
10	18	110	1803 SECRETARY I	PRT	-	(6,000.00)	
10	18	130	13 SOCIAL SECURITY	PRT	-	(2,686.14)	
10	18	130	14 RETIREMENT	PRT	-	(2,405.24)	
10	18	130	15 WORKERS COMPENSATION	PRT	-	(1,755.65)	
10	18	10180	22 MAINT BUILDINGS/GROUNDS	PRT - Chau Ram Park	1,500.00	1,500.00	
10	18	10180	42 GAS & FUEL OIL	PRT - Chau Ram Park	250.00	250.00	
10	18	10180	44 WATER/SEWER/GARBAGE	PRT - Chau Ram Park	400.00	400.00	
10	18	20180	81 SALES TAX TO SC	PRT - High Falls Park	1,600.00	1,600.00	
	18		Net for Department	PRT	3,750.00	(38,210.04)	
10	19	150	56 DATA PROCESSING	Clerk of Court	8,703.21	8,703.21	
	19		Net for Department	Clerk of Court	8,703.21	8,703.21	
10	21	110	2107 ACCOUNT CLERK II	Auditor	17,485.00	-	
10	21	130	13 SOCIAL SECURITY	Auditor	1,338.00	-	
10	21	130	14 RETIREMENT	Auditor	1,198.00	-	
10	21	130	15 WORKERS COMPENSATION	Auditor	88.00	-	
	21		Net for Department	Auditor	20,109.00	-	

OCONEE COUNTY, SOUTH CAROLINA
TENTATIVE SUPPLEMENTAL EXPENDITURE CHANGE REPORT
JANUARY, 2000

				Department	SUPPLEMENTAL REQUEST	TENTATIVE RECOMMENDATION	NOTE	
10	22	110	2203	EXECUTIVE ASSISTANT	Supervisor's Office	-	(5,000.00)	
10	22	130	13	SOCIAL SECURITY	Supervisor's Office	-	(382.50)	
10	22	130	14	RETIREMENT	Supervisor's Office	-	(342.50)	
10	22	130	15	WORKERS COMPENSATION	Supervisor's Office	-	(25.00)	
10	22	150	18	TRAVEL OUT OF COUNTY	Supervisor's Office	300.00	300.00	
10	22	150	24	MAINT ON EQUIPMENT	Supervisor's Office	8,000.00	8,000.00	
10	22	150	32	OPERATIONAL	Supervisor's Office	15,000.00	15,000.00	
10	22	150	41	TELEPHONE	Supervisor's Office	3,000.00	3,000.00	
10	22	150	65	CLOTHING: UNIFORMS	Supervisor's Office	1,000.00	1,000.00	
10	22	150	84	SCHOOL/SEMINAR/TRAIN/MEET	Supervisor's Office	1,500.00	1,500.00	
10	22	150	850	CAP EXPEND BLDGS	Supervisor's Office	35,000.00	35,000.00	
10	22	150	22881	CAP EXP ROAD PAVING/BRIDG	Supervisor's Office	20,300.00	20,300.00	
	22			Net for Department	Supervisor's Office	84,100.00	78,356.00	
10	27	150	25	PROFESSIONAL	Coroner	2,500.00	2,500.00	
10	27	150	32	OPERATIONAL	Coroner	500.00	500.00	
10	27	150	870	CAP EXPEND VEH EQUIPMENT	Coroner	21,500.00	-	3
	27			Net for Department	Coroner	24,500.00	3,000.00	
10	31	110	3117	COMMUNICATIONS EQUIP MANG	Communications	-	(9,000.00)	
10	31	130	13	SOCIAL SECURITY	Communications	-	(688.50)	
10	31	130	14	RETIREMENT	Communications	-	(618.50)	
10	31	130	15	WORKERS COMPENSATION	Communications	-	(45.00)	
10	31	150	840	CAP EXPEND EQUIP	Communications	167,843.00	-	2
	31			Net for Department	Communications	167,843.00	(10,356.00)	
10	36	110	3604	BUDGET ANALYST	Finance	(6,000.00)	(6,000.00)	
10	36	130	13	SOCIAL SECURITY	Finance	(459.00)	(459.00)	
10	36	130	14	RETIREMENT	Finance	(411.00)	(411.00)	
10	36	130	15	WORKERS COMPENSATION	Finance	(30.00)	(30.00)	
10	36	130	84	SCHOOL/SEMINAR/TRAIN/MEET	Finance	1,500.00	1,500.00	
	36			Net for Department	Finance	(5,400.00)	(5,400.00)	
17	54	150	25	PROFESSIONAL	Rock Quarry	500.00	500.00	
17	54	150	31	OFFICE EQUIPMENT	Rock Quarry	1,000.00	1,000.00	
17	54	150	54881	CAP EXP BLASTING	Rock Quarry	20,000.00	20,000.00	
	54			Net for Department	Rock Quarry	21,500.00	21,500.00	
10	57	150	31	OFFICE EQUIPMENT	Health Department	8,932.30	-	
	57			Net for Department	Health Department	8,932.30	-	
10	58	110	5802	ECONOMIC DEV DIRECTOR	Economic Development	(13,223.00)	(13,223.00)	
10	58	130	13	SOCIAL SECURITY	Economic Development	(1,011.00)	(1,011.00)	
10	58	130	14	RETIREMENT	Economic Development	(905.00)	(905.00)	
10	58	130	15	WORKERS COMPENSATION	Economic Development	(66.00)	(66.00)	
10	58	150	18	TRAVEL	Economic Development	4,980.00	4,980.00	
10	58	150	22	MAINT BUILDINGS/GROUNDS	Economic Development	550.00	550.00	
10	58	150	80	DUES: ORGANIZATIONS	Economic Development	120.00	120.00	
10	58	150	84	SCHOOL/SEMINAR/TRAIN/MEET	Economic Development	1,800.00	1,800.00	
10	58	150	5825	INDUSTRIAL RECRUITMENT EX	Economic Development	1,500.00	1,500.00	
	58			Net for Department	Economic Development	(6,256.00)	(8,256.00)	
10	60	150	31	OFFICE EQUIPMENT	Magistrate's Office	192.00	192.00	
10	60	150	31	OFFICE EQUIPMENT	Magistrate's Office	250.00	250.00	
10	60	150	41	TELEPHONE	Magistrate's Office	100.00	100.00	
10	60	150	41	TELEPHONE	Magistrate's Office	240.00	240.00	
	60			Net for Department	Magistrate's Office	782.00	782.00	
10	74	110	7424	MEDICAL OFFICER	Law Enforcement Center	-	(8,000.00)	
10	74	130	13	SOCIAL SECURITY	Law Enforcement Center	-	(612.00)	
10	74	130	14	RETIREMENT	Law Enforcement Center	-	(856.00)	
10	74	130	15	WORKERS COMPENSATION	Law Enforcement Center	-	(488.00)	
	74			Net for Department	Law Enforcement Center	-	(9,956.00)	
TOTAL - ALL DEPARTMENTS						636,513.91	(228,119.58)	

OCONEE COUNTY, SOUTH CAROLINA
TENTATIVE SUPPLEMENTAL EXPENDITURE CHANGE REPORT
JANUARY, 2000

Account Name	Department	SUPPLEMENTAL REQUEST	TENTATIVE RECOMMENDATION	NOTE
TOTAL - ALL DEPARTMENTS FROM PREVIOUS PAGE		635,513.91	(228,119.56)	
NOTE 1	EXPENDITURES TO BE FUNDED WITH GRANT FUNDS	(28,661.00)	(28,661.00)	
	NET ADDITIONAL/ (REDUCED) EXPENDITURES	606,862.91	(256,780.56)	
NOTE 2	<i>These entries are made at zero, pending prioritization of Capital Improvement needs by County Council. (\$80,000 of Communications request is carryover of 1998-1999 balance which was omitted from original budget ordinance)</i>			
NOTE 3	<i>These entries presume that Council will transfer funds from contingency to purchase vehicles at State sale.</i>			

STATE OF SOUTH CAROLINA
COUNTY OF OCONEE
RESOLUTION 2000-01

“IN OBSERVANCE OF BLACK HISTORY MONTH DURING FEBRUARY, 2000, THE MEMBERS OF THE OCONEE COUNTY COUNCIL RECOGNIZE THE OUTSTANDING CONTRIBUTIONS OF AFRICAN-AMERICANS THROUGHOUT THE HISTORY OF OUR COUNTY, STATE AND NATION”

WHEREAS, it is important that we remind ourselves during Black History Month of the historical and extraordinary contributions African-Americans have made to ensure that all citizens of this great State and Nation have equal rights and justice; and

WHEREAS, African-Americans have been and continue to be selfless providers of vision and guidance to our Christian communities, which have allowed many groups and affiliations to work together for a better South Carolina; and

WHEREAS, the Oconee County Council is greatly pleased to have this opportunity to publicly recognize the observance of **Black History Month** in Oconee County.

NOW THEREFORE, BE IT RESOLVED by the Oconee County Council, in session duly assembled, with a quorum present and voting:

THAT IN OBSERVANCE OF BLACK HISTORY MONTH DURING FEBRUARY 2000, THE MEMBERS OF THE OCONEE COUNTY COUNCIL RECOGNIZE THE OUTSTANDING CONTRIBUTIONS OF AFRICAN-AMERICANS THROUGHOUT THE HISTORY OF OUR COUNTY, STATE AND NATION.

APPROVED AND ADOPTED on first and final reading this 18th day of January, 2000 by a vote of:

_____ Yes

_____ No

Harrison E. Orr, Supervisor/Chairman

Tim O. Hall, District I

J. Harold Thomas, District II

Harry R. Hamilton, District III

Ann H. Hughes, District IV

Charles R. Timms, District V

Attest:

Opal O. Green, Council Clerk